



Request for Proposals Appalachian Entrepreneurship Academy

Questions & Answers As of 8/18/2021

Q1: Are proposals for 10 days or for 10 business days + a weekend? The weekend would impact our budget and we just need to make sure we include.

A1: Proposals should cover the entirety of the program, including the weekend during the summer program.

Q2: Can you tell me about funding for the program? Will ARC provide funding for the proposed program? Is there any guidance available regarding funding award amounts?

A2: As noted on page 8 of the RFP under ARC's roles and responsibilities, ARC will "provide ongoing funding support, subject to satisfactory performance, under any contract resulting from this RFP."

While there is a budget for the program, we have not set a budget cap for proposals. We are seeking a partner for this program who is creative in their approach and do not want the budget to limit that creativity.

Q3: We are a national non-profit that works in every state and territory across the country. Our headquarters are in Washington, DC, but we have people on the ground in every state, and thus, do a lot of work in the ARC region. Would we be an eligible applicant?

A3: Yes, you would be an eligible applicant. You would just need to secure a host location within the region.

Q4: Does this cycle require an internship since it is only a 2 week camp? We will still be partnering with local businesses to develop projects/products (PBL).

A4: It does not require an internship. We would love to have you bring in local businesses in some way, but they do not have to be daily partners in the projects/product development.

Q5: Will ARC do the recruiting at 2 students per ARC state?

A5: Yes, ARC will handle recruitment and selection. We will expect the selected partner to assist in getting word out about the program through their network, but we will coordinate and manage the application and selection process.

Q6: Is it possible to design a teacher PD along with the camp? Maybe 2 teachers and 2 students from each state? Or should we hold that for scaling the model?

A6: At this point, we would prefer to hold the teachers for the scaling model unless their participation is fully integrated into the student experience.

Q7: Students from all around the ARC service area would be hosted by the partner, not just our state?

A7: Correct. ARC would manage the selection of the students, but there would be 26 students – 2 from each state in the ARC region.

Q8: In the Experience & Expertise section, can you elaborate on the following statement? " Letters of recommendations from similar programs should be included." We were not sure if this was asking for others to comment on our organizations and work or something else???

A8: Yes, we are looking for letters of recommendation from other partners you have worked with in this sort of program or work, who can attest to your ability to successfully implement the AEA.

Q9: We may have another funder that would consider funding an additional 2-4 students in the camp to make 28-30 with the understanding that they would be students of color. This is the main focus for this organization--equity and inclusion.

A9: While this is a great idea and something that ARC would be open to discussing for future cohorts, for the first year we would like to limit the program to the 26 students identified in the RFP.

Q10: Will ARC be bringing their own marketing staff or should that be included in our part?

A10: Yes, we will bring our own marketing staff. You do not need to include that in your proposal.

Q11: Would a research element/data be helpful for ARC, since we are working with a university and all of us have been trained in research? Or do you just want numbers/anecdotes?

A11: Yes, performance metrics and other data would be helpful for ARC and welcome in this proposal.

Q12: I believe we are expected to include student travel to and from the 2 week summer camp correct? Would you happen to have estimates for that since 2 will be coming in from every state? Not even sure how to begin. Some will fly, correct?

A12: Yes, you are expected to include travel. Below is a guide that we utilize for budgeting our other programs:

- Flights: \$600/flight x 26 participants
- Baggage fees: \$60/round trip flight x 20 participants
- Change fees for participants who request travel changes after initially arranged = \$300

- Participants are reimbursed for mileage at the GSA rate for travel to the airport or to location.
- Mileage: \$150 x (26 participants)

Q13: Our proposal would be to partner with several local universities to provide the two-week residential program, with the high school students residing at our summer camp facility instead of on a college campus. Would that option be considered, or is the academy required to take place on a college campus?

A13: Yes, that option would be considered. The college campus requirement is intended to ensure that the students are not staying at a hotel and are in a more secure facility. A summer camp would meet those needs.

Q14: Will you have at least one academy in each state of your service area or is this a pilot project that will only involve one camp in one location?

A14: There will be one camp in one location, with 26 students – 2 from each state in the ARC region

Q15: Is an AEA partner permitted to utilize the USDA Summer Food Service as a reimbursement to the required food service for participating students?

A15: No. ARC is able to fund the food service for the participating students.

Q16: Are we able to combine extracurricular activities with summer camps and programs that are taking place on campus (e.g., group movie nights)?

A16: Yes, you are welcome to combine with other programs to help manage costs and increase the activity options available to students.

Q17: Can funding be used to hire new administrative personnel?

A17: While ARC recognizes that there will need to be administrative support for this program, we do not anticipate the summer program requiring full time staff support. You can use part of the funding to partially fund administrative personnel.

Q18: Should the budget proposal include projected budget needs for subsequent years in support of the proposal's long-term strategy?

A18: This is optional, but welcome. You can include some thoughts on the long-term strategy and anticipated costs as extra materials, but we do not require a full budget for future years.

Q19: Is there a particular age/grade level within the high school years at which participants must have reached to apply?

A19: The program is for students who are in 9-12 grade at the time of application (Spring 2022).

Q20: Are socio-economic guidelines a factor for selection for participation? Is there a level of FPG at which a participant must be over or under to participate? If so, what is that level and/or guidelines for participation?

A20: At this time, ARC does not ask for individual applicant socio-economic information as part of the application process for our summer programs.

Participants are selected by their home state and the states may take into consideration [ARC County Designation](#) in that process.

Q21: Are there aptitude thresholds that must be met by applicants? GPA? Test scores? If so please elaborate on those.

A21: At this time, ARC does not have required aptitude requirements or thresholds for participation in our summer programs.

Q22: Could you provide a sample application for review or if not, could you provide information required on the application process, i.e. background skills, illustration of interest, prior work being done of entrepreneurial nature? This information is pertinent to understanding how he/she is recognized as a future entrepreneur by ARC. Is the application paper only? Are digital (including video) applications accepted?

A22: The application for this program will be updated in conjunction with the selected partner to ensure that we are asking the best questions for the program that is developed. The application will be virtual. In the previous application cycle, we did not use video as a method of application because it potentially introduces biases in the selection process.